**Zoom Video Conferencing with UUFCO**

Tech support by Leora Mauck | admin@uufco.org | 541-241-6625  
and Stace Rierson | [stacerierson@uwalumni.com](mailto:stacerierson@uwalumni.com) | 614-443-1216

Zoom is an on-line video and audio-conferencing application that does not require attendees to have anything except a computer, internet connection, internal or external microphone, speakers, and camera (inexpensive external clip-on USB cameras are available at most electronic stores such as Best Buy, Amazon, etc.) You may also participate by telephone but it is much less connective this way.

**The Invite**

UUFCO will generate the Zoom invitation when confirming your calendar request. Note that Zoom meetings will have a 30-minute mandatory transition period between meetings to make sure that our conferences can end naturally. Meeting leaders are responsible for forwarding the Zoom invite to participants.

When you get an invitation by e-mail it will look like this: *(the below link is not active... for example purposes only)*

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Hi there,

UUFCO is inviting you to a scheduled Zoom meeting.

Time: March 17, 2020 1:00PM to 3:00PM

Join from a PC, Mac, iPad, iPhone or Android device

Please click on this URL to join. https://zoom.usj7412157123?pwd+IS8zMPvfxRs%3D

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Just mouse click on the URL link and the boot-up of the zoom remote install will begin (if you don’t already have zoom). Follow the prompts that appear on your screen:

* Download and run zoom
  + Launching
* **Click “Open zoom.us” on the “click here” blue font**
* A screen will indicate “This package will; run a program to determine if the software can be installed
  + **Click “Continue”**
* The installed zoom screen will come up.
  + **Click “Join Meeting”**
* The Join Meeting screen will come up.
  + You can either **cut and paste** the email link into the “Meeting ID, or personal link name” -or-
  + Cancel and re **click on the e-mail link** which will automatically restart the now installed zoom application
* **Click “Open zoom.us app”**
* The “Join Meeting” screen will pop up. You can add you name and **click “join”**
* The Computer Audio screen will pop up
  + **Click “Join With Computer Audio”**
* You will enter the waiting room and the host will accept each person into the meeting to ensure that people don’t pop into a private meeting without warning. We all get confused sometimes and want to limit distractions in sensitive conversations, such as Soul Matters.
* In the lower left corner of the meeting screen you can turn on and off your audio and video, (see below instructions)

**Computer Settings**

* Be sure you are connected to the internet.
* Be sure you have your speakers turned on and the volume control set for a comfortable level.
* Be sure your microphone is turned-on and working with adequate voice volume pick-up. You can also run a self-test on the microphone after boot-up of Zoom.
* In the lower left corner of your screen you can choose to turn-on or mute your speakers (red line through mute button means your microphone is OFF and others cannot hear you, clicking the mute button removes the red line and turns your microphone ON so others can hear you).
* Next to the mute button is the video ON-OFF button. Be sure this is ON (no red line through it) so you will appear on all participants screens.

**Meeting Preparation**

* If you have one, use a headset and microphone. Even a simple earbud / microphone combination that comes with most smartphones will provide better audio quality than your computer’s speaker and microphone.
* Minimize distracting glare and uneven lighting by pulling the shades on windows and doors and covering glass-framed wall hangings. You should minimize combining outside light with indoor fluorescent lighting to prevent problems with the quality of your image.
* Make sure the room has adequate lighting, typically what would be used for standard office work. If it's too dark, the other sites may not be able to see you clearly.
* Wear neutral, muted, or pastel solid colors. Avoid plaids, stripes, polka dots, very bright colors, and the colors white or red—they can cause distracting effects on screen.

**Communicate Effectively**

* Do an audio check before the virtual meeting begins to ensure that everyone can hear you.
* Speak in a normal voice, you shouldn't have to shout.
* Talk directly into the microphone. Do not turn your head from side to side while talking or your voice will fade in and out at the remote site.
* When you start talking, JUST KEEP TALKING! Try not to ask "can you hear me?" or anything like that. Assume that everything is working fine. You will be interrupted if something is wrong
* When possible, keep your microphone muted when you won't be speaking for several minutes or more. Un-muted microphones can be the single most important problem communicating during a videoconference meeting.
* Be natural, but limit excess movement to avoid looking jerky on screen. Do not walk around.

**Videoconferencing Etiquette**

* When videoconferencing in a new group, start your comment by saying your name. Doing so helps the video equipment switch to your site and also helps other sites identify who is speaking before the video monitor catches up.
* When your microphone is on, do not rustle papers or make tapping sounds near the microphone. Any sounds you make will be heard by the other sites and can be distracting.
* Do not cause echo. If necessary, keep your microphone muted until you have to speak, and then quickly mute it when you are finished.
* Look directly at the camera as often as possible.
* If you are conferencing with a group people in the room, all participants in the room should be aware that noise they are creating can disrupt others on the conference.
* Hosts can mute participants if an echo or other unwanted noise occurs.
* Hosts will help everyone be heard. Please raise your hand in real life or with the electronic sign in the participant panel if you can’t get a word in edgewise.